



CITY OF PLEASANT HILL

Planning Division

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SIGN PERMIT

Application Guide

WHAT IS A SIGN?

A sign is anything that provides identification, description or illustration and which is visible to the general public and directs attention to a product, service, place, activity, person, institution, business or solicitation. See PHMC Chapter 18-60 for a list of exempt and prohibited signs.



WHAT IS A SIGN PERMIT?

A sign permit is a permit issued by the City for a permanent sign.



WHEN SHOULD I APPLY FOR A SIGN PERMIT?

Prior to having a sign made and installed.

STOP!! DOES MY SITE HAVE A MASTER SIGN PROGRAM?

WHAT IS A MASTER SIGN PROGRAM?

A master sign program is a coordinated sign plan which includes details (size, colors, font, etc.) of all signs that will be or are placed on a site. This includes signs for the center, individual businesses and directory signs.

If the site you are considering already has a master sign program you probably have sign design requirements already in place **AND** will require approval from the landlord/property manager prior to submittal to the City. Please check with your property manager and/or the City of Pleasant Hill Planning Division **PRIOR** to preparing sign plans.

8 STEPS TO GET YOUR SIGN PERMIT:

There are eight steps that need to be followed when submitting a sign application to the City. Some signs can be approved administratively (by **staff**), while others will require review and approval by the **Architectural Review Commission** ("ARC").

- Signs in conformance with a master sign program – Staff review
- New wall or monument sign that are not part of a master sign program – ARC review
- New or amended master sign program – ARC review

STEP 1

- Check if your property is subject to a Master Sign Program.

STEP 2

- If subject to a master sign program, design your signs in conformance with master sign parameters.
- If not subject to a Master Sign Program, it shall comply with the City's sign requirements. (Further information can be found in Chapter 18.60 of the Pleasant Hill Municipal Code).

STEP 3

- While this step is optional, you should consider a preliminary review of the sign proposal by City Planning staff. This is an informal process that will allow staff to **quickly and briefly** review your preliminary submittal. The benefits are:
 - Staff can provide direction in regards to your proposal
 - You can get design feedback on major issues

Please note that staff will offer preliminary comments, that are not meant to replace the formal application process. Any input provided at this time shall not be taken as final recommendation or approval from City staff.

STEP 4

Comply with all sign application submittal requirements. The general submittal requirements are in the submittal requirements handout labeled as document #3 in this packet.

1. A sign in conformance with a Master Sign Program
 - Submit for Planning and Building permit concurrently.
 - Prepare your plans in conformance with application requirements.
 - Pay applicable fees (document #3)
2. All other sign requests
 - Prepare your plans in conformance with application requirements.
 - Pay applicable fees (document #3)

STEP 5

Once your application is submitted, staff will check to see that you have submitted all necessary application materials and that they were prepared correctly. A planner will either let you know what additional information is needed OR you will be assigned an ARC meeting date. If your application is for a sign that complies with a master sign program, you will advance to STEP 8 (building permit). If not the following will occur:

STEP 6

Once all required application submittals are received by staff, formal review will begin. In addition to staff reviewing your proposal, the following will occur in preparation of the ARC hearing date:

- Staff may provide feedback in regards to design, location, etc. if needed.
- A staff report will be prepared for the ARC that provides details of the proposals and includes a staff recommendation on the project
- Project conditions will also be created at this time. A copy of the staff report and conditions will be sent to you prior to the meeting date.

STEP 7

At the Architectural Review Commission hearing, your project will be heard by the ARC and a decision will be made. The decision could be one of the following items:

- (1) approve or conditionally approve the sign proposal,
- (2) continue the item to a later meeting to allow the applicant time to further address Commission comments or concerns,
- (3) Deny the sign proposal.

A letter of decision will be mailed to you following the hearing. Any decision of the ARC may be appealed by anyone within 10 days of mailing of the action letter. A continued item will require sign modifications and a subsequent submittal and review.

STEP 8

Building Permit – After the ten (10) day appeal period has passed and all conditions of approval and related ordinance requirements have been satisfied, you may apply for a building permit with issuance within 7 days.

HOW LONG IS THE SIGN APPLICATION PROCESS?

It depends on the type of permit that you are applying for. (Please note that the times listed below represent best guesstimates, and depending on the application and complexity of the permit, the actual time period could be shorter or longer.)

1. Sign in compliance with approved Master Sign Program – 1 week
2. New and Replacement Wall and Monument (Freestanding) Signs – 4-6 weeks
3. Master Sign Program (including amendments to existing programs) – 4-6 weeks

